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AUTHOR	Holliday, RoseAnna
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ABSTRACT

The goal of the Offer Versus Serve (OVS) option in the Healthy School Meals Initiative is to minimize plate waste and to encourage more food choices in school meal programs. This manual was designed for child nutrition programs as a tool in helping them meet the Healthy School Meals Initiative, in particular to assist them in identifying a reimbursable meal under the OVS option. The manual is divided into 10 sections, with the first 3 sections discussing OVS within each of three menu planning systems: (1) traditional meal planning; (2) enhanced meal planning; and (3) nutrient standards menu planning. The remaining sections of the guide include resources to assist in training food service personnel, case study exercises on making food choices, a sample letter to students explaining the Offer Versus Serve option, and a chart comparing the three menu planning systems. Space is included for individual districts to insert sections on money handling, the meal counting system, and hints for implementing their system. (KB)

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USING OFFER VERSUS SERVE IN THE SCHOOL MEALS INITIATIVE

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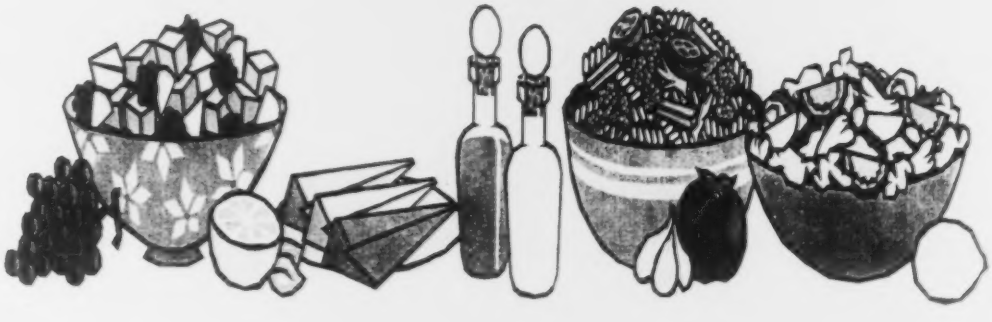

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Team Nutrition Grant States

Alaska *State Department of Education Staff:* Kathleen Wayne, State Director
Nutrition Education Trainers: Carolyn Kingry, Susan Hennon, Carolyn McGinnis, Melissa Muchewicz, Annie Shapleigh

Idaho *State Department of Education Staff:* Patricia Ruyle, State Director; Mary Breckenridge, Coordinator; RoseAnna Holliday, TNT Coordinator; Colleen Fillmore, School Lunch Specialist; SeAnne Safaii, NET Coordinator; Mary Jo Marshall, School Lunch Specialist
Nutrition Education Trainers: Shelly Amos, Anna Mae Florence, Elaine Long, Marisue Smith-Banes, Catherine Panfilio, Judi Schuerman, Mary Sugden

Nevada *State Department of Education Staff:* Jean Baecher-Brown, State Director; Carolyn Garland, NET Coordinator; Ellen Leppa, National School Lunch/School Breakfast Consultant
Nutrition Education Trainers: Mary Agnes Boni, Coleen Smith, Darlene Dougherty, Barbara Scott, Mickey Riva

Washington *Office of Superintendent of Public Instruction:* Betty Marcelynas, State Director; Carol Griffith, Child and Adult Care Food Program(CACFP)/NET Coordinator; Mary Leach, National School Lunch Program Supervisor

USDA *Western Regional Office, Food and Nutrition Service:* Joyce Reiling, Program Specialist; Laura Walter, Program Specialist

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Request loan copies of this manual from:
Child Nutrition Programs
Idaho Department of Education
P.O. Box 83720
Boise, Idaho 83720-0027
Phone (208) 332-6822

Food and Nutrition Services
Teaching and Learning Support
Alaska Department of Education
801 W. 10th Street, Suite 200
Juneau, Alaska 99801-1894
Phone (907) 465-8708

Nutrition Education Programs
Nevada Department of Education
1820 E. Sahara Avenue, Suite 208
Las Vegas, Nevada 89104
Phone (702) 486-6672

Child Nutrition Services
Superintendent of Public Instruction
P.O. Box 47200
Olympia, Washington 98504-7200
Phone (360) 753-3580

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Administrator, Food and Nutrition Service
U.S. Department of Agriculture
3101 Park Center Drive
Alexandria, Virginia 22302

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OFFER VERSUS SERVE

This manual is designed for food service personnel. The goal is to assist them in identifying a reimbursable meal under the Offer Versus Serve (OVS) option. This manual is divided into ten sections. The first three sections discuss OVS within each of the three menu planning systems. The remaining sections are designed to assist the food service personnel in other topics relating to OVS.

Introduction

In the mid 1970s, Congressman Bill Goodling from Pennsylvania and other congressional leaders believed that students were throwing away far too much food, so they declared "war on waste." They wanted to reduce the waste of food and the waste of government money used to purchase and prepare this food. A part of this "war on waste" was the OVS option. It was a way to avoid forcing students to take food they did not intend to eat.

The goals of OVS are:

1. Minimize plate waste
2. Encourage more food choices

- Schools that select the OVS option must offer all the planned menu items to all students. Students may refuse a specified number of menu items. Schools that do not choose to do the OVS option must serve all food menu items to all students.
- Senior high schools participating in the National School Lunch Program (NSLP) are required to implement OVS.
- OVS is a local option in elementary and junior high/middle schools.
- School food authorities may implement OVS in their School Breakfast Program (SBP).
- Full portions of a minimum required number of items must be taken for a meal to be claimed for reimbursement.
- Substantial cost savings may occur with OVS. The manager determines the quantity to prepare based on previous production records and required serving amounts.
- The cashier and manager work closely together in defining the reimbursable meals for the day.

- Meals must be priced as a unit. This means paying students will pay the full meal price and students eligible for reduced price will pay the current reduced price charge whether they take the minimum number of menu items or the complete planned meal.

- The cashier needs to determine the menu items and serving amounts before the meal service begins. A reimbursable meal must be defined for claiming purposes.

- The success of OVS is dependent upon the cooperation of parents, students, teachers, administrators and school food service staff.

- OVS requirements change, depending upon which menu planning system is being used.

- Sample letters explaining OVS to students and parents may be found in section nine (9).

Section 1
TRADITIONAL MENU PLANNING SYSTEM

Traditional Menu Planning System: Traditional Menus is the name for the meal pattern used before the new regulations took effect in July 1996. Specific meal components and amounts are required and upon review by the State Agency, the meal pattern must meet the nutrient standards for each age/grade grouping.

Food Component: A food component means one of the four food groups which make up the reimbursable school lunch, i.e., meat or meat alternate, milk, grains/breads and vegetables/fruits or one of the four food groups which make up the reimbursable school breakfast, i.e., meat or meat alternate, milk, grains/breads, or juice/fruit/vegetable.

Food Item: A food item is one of the five required foods for lunch or four required foods for breakfast.

Serving: The minimum quantity for the required age/grade groupings.

Food Component

⇓

Food Item

⇓

Serving

A meal consists of servings of food items from the four food components.

OVS reduces plate waste and improves acceptability of the meal. Students have choices available which encourages them to choose a meal that is more specific to their preferences. We promote the nutrition goals of the school nutrition program by providing students with healthy food choices.

Under OVS, students may take smaller portions of the **declined** food components. The required food components selected by the students, however, must be a full serving.

The decision to decline the allowed number of food items or to accept smaller portions of otherwise declined food items does not affect the charge for the meal.

Within the minimum quantities specified in the regulations for the various age and grade groups, the menu planner establishes what constitutes a "serving." Students may decide which items to decline including the entree or milk.

For a theme or salad bar, special attention should be given to determining the components and portion sizes for a reimbursable meal under OVS before the meal service begins.

Offer versus Serve for Traditional Menus

Lunch

National School Lunch Program
Offer versus Serve
Traditional Menus

- ✓ All five food items must be offered to all students.
- ✓ Serving sizes must equal the minimum required quantities for the appropriate grade group.
- ✓ Lunch must be priced as a unit.
- ✓ Students have the option of which item(s) to decline.
- ✓ Students must take a full portion of at least **three** of the five food items.

Lunch Food Components

- Meat/Meat Alternate
- Vegetables/Fruits
- Grains/Breads (see page 24 for Grains/Breads Instruction)
- Milk

Lunch Food Items

Students must be offered all five required food items:

★ One serving each of:
- Meat/Meat Alternate
- Milk
- Grains/Breads

★ Two servings of:
- Two differentVegetables/Fruits

Total servings of Vegetables/Fruits equal:	
❦ K-3:	1/2 cup Vegetables/Fruits
❦ 4-12	3/4 cup Vegetables/Fruits

NOTE: Under OVS, the SFA (School Food Authority) may decide whether the elementary/ junior/middle school students must take three or four of the five food items.

The challenge is to look at a tray that **does not** have everything on it and knowing whether or not the meal is reimbursable under OVS.

When students go through the line, they must be offered five food items. Under OVS, a student may decline up to two of the five required food items and still have a reimbursable lunch. In other words, a student must take full portions of at least three of the five food items offered to have a reimbursable lunch.

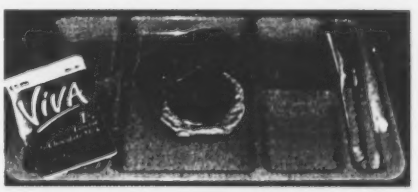
Students are not required to take specific food items as long as they choose at least a full serving of three of the five items offered. **Students do not have to take a milk or entree to have a reimbursable lunch.** Any three items selected will make a reimbursable meal.

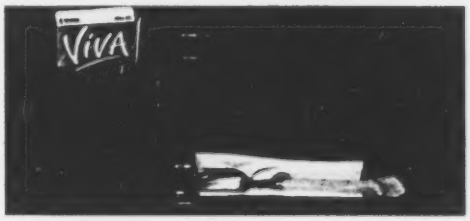
If the meat/meat alternate is split into two menu items, i.e., the main dish and one other menu item, the student would have to take **both** items for the meat/meat alternate to count as one of the five food items. For example, the menu consists of a sandwich containing 1½ ounce of meat and celery with ½ ounce of peanut butter. These two items comprise the meat/meat alternate component of the meal. If the child takes milk and the sandwich, the child has taken only two items—the milk and grain/bread. The celery with peanut butter would be needed to count the meat/meat alternate as an item.

If the fruit/vegetable requirement is met by serving ¼ cup quantities of each of three different fruits/vegetables, one or two of the three choices meets one fruit/vegetable requirement. All three must be taken to meet the requirement of two fruit/vegetable servings.

Traditional Reimbursable Meals Exercise
Lunch

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Monday Lasagna Green Salad Italian Bread Pears Milk		½ Serving Lasagna Green Salad Italian Bread 	
Tuesday Hamburger on Bun Potato Chips Fruit Cocktail Cookie Chocolate Milk		Hamburger on Bun Chocolate Milk 	
Wednesday Ham Sandwich Green Beans Peaches Rice Pudding Milk		Green Beans Rice Pudding Milk 	

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Thursday Spaghetti w/ Meat Sauce Tossed Salad w/Dressing Garlic Bread Apple Milk		Spaghetti Noodles Garlic Bread Apple Milk 	
Friday Chicken Drumsticks Sweet Peas Carrot Sticks Pears Milk		Chicken Drumstick One Carrot Stick Milk 	

Answers to Lunch Traditional Reimbursable Meals Exercise

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Monday Lasagna Green Salad Italian Bread Pears Milk	Complete.	½ Serving Lasagna Green Salad Italian Bread	No. The student must take full servings of at least three food items. If the student takes a full serving of lasagna or selects another food item, it would be reimbursable.
Tuesday Hamburger on Bun Potato Chips * Fruit Cocktail Cookie Chocolate Milk *Not a creditable food	Not complete. This meal is not complete because it offers only one serving from the fruit/vegetable component.	Hamburger on Bun Chocolate Milk	Yes, if an additional fruit/vegetable was added to the menu. The hamburger on bun counts as two food items. Milk makes three. The student has taken three food items which counts toward a reimbursable meal.
Wednesday Ham Sandwich Green Beans Peaches Rice Pudding Milk	Complete.	Green Beans Rice Pudding Milk	No. Only two of the five food items were taken. Rice pudding is a grain-based dessert and does not count as a grain/bread alternate under the traditional menu planning system.

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Thursday Spaghetti w/ Meat Sauce Tossed Salad w/Dressing Garlic Bread Apple Milk	Complete.	Spaghetti Noodles Garlic Bread Apple Milk	Yes. Three of the five food items were chosen. Even though the spaghetti noodles are not a complete food item, the student has selected full servings of three other food items.
Friday Chicken Drumsticks Sweet Peas Carrot Sticks Pears Milk	Not complete. This meal is not complete because there is no bread.	Chicken Drumstick One Carrot Stick Milk	No. One carrot does not count as a full serving. The student would need to select the full portion of the food item in order to be a reimbursable meal. **NOTE:** In order for any of the meals to be reimbursable, bread would have needed to be offered.

Assume the serving sizes to be correct for different age/grade groups

Breakfast

Breakfast is the same for the Traditional Menu Planning System and the Enhanced Food Based System. Since both systems are Food Based systems, breakfast is discussed under "Food Based Menus."

School Breakfast Program
Offer versus Serve
Food Based Menus

- ✓ All four food items must be offered to students.
- ✓ Serving sizes must equal the minimum quantities required for the age or grade group.
- ✓ Breakfast must be priced as a unit.
- ✓ Students have the option of which item to decline.
- ✓ Students must take three of the four food items.
- ✓ Offer versus Serve is encouraged, but not required.

Breakfast Food Components

- Meat/Meat Alternate
- Juice/Fruit/Vegetable
- Grains/Breads
- Milk

Breakfast Food Items

Students must be offered **four** required food items as follows:

★ One serving each of:
- Milk
- Juice/Fruit/Vegetable

★ One serving from each of the following or two servings from either group:
- Grains/Breads
- Meat/Meat Alternate

At the option of the school food authority, each school may allow the students to decline **one food item**.

Traditional Reimbursable Meals Exercise
Breakfast

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Assorted Cereal Toast and Jam Orange Juice Milk		Cereal Milk 	
Cheese and Egg Quesadilla Salsa Applesauce Milk		Cheese and Egg Quesadilla Salsa Milk 	
Open Faced Cheese Sandwich Pineapple Chunks Milk		Toast Milk 	

Answers to Breakfast Traditional Reimbursable Meals Exercise

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Assorted Cereal Toast and Jam Orange Juice Milk	Complete.	Cereal Milk	No. The student has selected only two of the four food items; therefore, **not** a reimbursable meal.
Cheese and Egg Quesadilla Salsa Applesauce Milk	Complete.	Cheese and Egg Quesadilla Salsa Milk	Yes. The student has selected three of the four food items. The selection was a meat/meat alternate, grain/bread and milk. This is a reimbursable meal. Although salsa is now creditable, the quantity taken does not satisfy the fruit/vegetable requirement.
Open Faced Cheese Sandwich Pineapple Chunks Milk	Complete	Toast Milk	No. The student has selected only two of the four food items; therefore, **not** a reimbursable meal. The meat/meat alternate and fruit component have been declined. The student must take another food item.

NEED TO KNOW

TRADITIONAL MENU PLANNING SYSTEM

Lunch must contain:

One serving of each:

- Meat/Meat Alternate
- Milk
- Grains/Breads

Two different servings of:

- Vegetables/Fruits

Offer versus Serve

- Offer five, take three
  Local option may require four

Breakfast must contain:

One serving of each:

- Milk
- Juice/Fruit/Vegetable

One of each or two of:

- Grains/Breads
- Meat/Meat Alternate

Offer versus Serve

- Offer four, take three

Need to Know: What are the amounts served for today?

Section 2
ENHANCED FOOD BASED MENU PLANNING SYSTEM

Enhanced Food Based Menus: Enhanced Food Based menus are an enhancement of the traditional meal pattern.

Food Component: A food component means one of the four food groups which compose the reimbursable school lunch, i.e., meat or meat alternate, milk, grains/breads and vegetables/fruits or one of the four food groups which compose the reimbursable school breakfast, i.e., meat or meat alternate, milk, grains/breads, or juice/fruit/vegetable.

Food Item: A food item is one of the five required foods for lunch or four required foods for breakfast.

Serving: The minimum quantity for the required age/grade groupings.

Food Component

⇓

Food Item

⇓

Serving

A meal consists of servings of food items from the four food components

OVS reduces plate waste and improves acceptability of the meal. Students have choices available to them which encourages choosing a meal that is more specific to their preferences. We must promote the nutrition goals of the school nutrition program by providing students with healthy food choices

Under OVS, students may take smaller portions of the **declined** food components. The required food components selected by the students, however, must be a full serving.

The decision to decline the allowed number of food items or to accept smaller portions of otherwise declined food items does not affect the charge for the meal.

Within the minimum quantities specified in the regulations for the various age and grade groups, the menu planner establishes what constitutes a "serving." Students can decline any food item including the entree or milk.

For a theme or salad bar, special attention should be given to determining the components and portion sizes for a reimbursable meal under OVS before the meal service begins.

Offer versus Serve for Enhanced Food Based Menus

Lunch

National School Lunch Program
Offer versus Serve
Enhanced Food Based Menus

- ✓ All five food items must be offered to all students.
- ✓ Serving sizes must equal the minimum required quantities for the appropriate grade group.
- ✓ Lunch must be priced as a unit.
- ✓ Students have the option of which item(s) to decline.
- ✓ Students must take a full portion of at least **three** of the five food items.

Lunch Food Components

- Meat/Meat Alternate
- Vegetables/Fruits
- Grains/Breads (see page 24 for Grains/Breads Instruction)
- Milk

Lunch Food Items

Students must be offered all **five** required food items:

★ One serving each of:
- Meat/Meat Alternate
- Milk
- Grains/Breads

★ Two servings of:
- Two different Vegetables/Fruits

Total servings of Vegetables/Fruits equal:

- Elementary: 3/4 cup Vegetables/Fruits daily + ½ cup to be served over the week
- Secondary: 1 cup Vegetables/Fruits (mixed salad, vegetables or fruit)

NOTE: Under OVS, a SFA may decide whether the elementary/junior/middle/school students must take three or four of the five food items.

The challenge is to look at a tray that **does not** have everything on it and to know whether the meal is reimbursable under OVS.

When students go through the line, they must be offered five food items. Under OVS, a student may decline up to two of the five required food items and still have a reimbursable lunch. In other words, a student must take full portions of at least three of the five food items offered to have a reimbursable lunch.

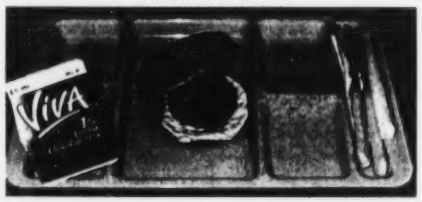
Students are not required to select specific food items as long as they choose at least a full serving of three of the five items offered. **Students do not have to take a milk or an entree to have a reimbursable lunch.** Any three items selected will make a reimbursable meal.

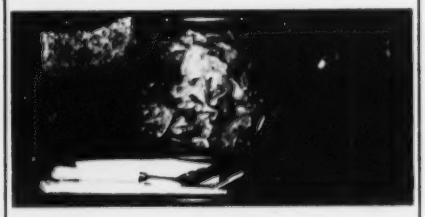
If the meat/meat alternate is split into two menu items, i.e., the main dish and one other menu item, the student would have to take **both** items for the meat/meat alternate to count as one of the five food items. For example, the menu consists of a sandwich containing 1½ ounce of meat and celery with ½ ounce of peanut butter. These two items comprised the meat/meat alternate component of the meal. If the student selects milk and the sandwich, the student has selected only two items—the milk and grain/bread. The celery with peanut butter would be needed to be able to count the meat/meat alternate as an item.

If the fruit/vegetable requirement is met by serving ¼ cup quantities of each of three different fruits/vegetables, one or two of the three choices meets one fruit/vegetable requirement. All three must be selected to meet the requirement of two fruit/vegetable servings.

Enhanced Food Based Reimbursable Meals Exercise
Lunch

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Monday Lasagna Green Salad Italian Bread Pears Milk		½ Serving Lasagna Green Salad Italian Bread 	
Tuesday Hamburger on Bun Potato Chips Fruit Cocktail Cookie Chocolate Milk		Hamburger on Bun Chocolate Milk 	
Wednesday Ham Sandwich Green Beans Peaches Rice Pudding Milk		Green Beans Rice Pudding Milk 	

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Thursday Spaghetti w/Meat Sauce Tossed Salad w/Dressing Garlic Bread Apple Milk		Tossed Salad Garlic Bread Apple 	
Friday Chicken Drumsticks Sweet Peas (¼ cup) Carrot Sticks (¼ cup) Pears (¼ cup) Roll Milk		Sweet Peas (¼ cup) Pears (¼ cup) Milk 	

Answers to Lunch Enhanced Food Based Reimbursable Meals Exercise

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Monday Lasagna Green Salad Italian Bread Pears Milk	Complete.	½ Serving Lasagna Green Salad Italian Bread	No. The student must take full servings of at least three food items; therefore, not a reimbursable meal.
Tuesday Hamburger on Bun Potato Chips* Fruit Cocktail Cookie Chocolate Milk *Not a credible food	Not complete. The meal only offers one serving from the vegetable/fruit component.	Hamburger on Bun Chocolate Milk	Yes, if an additional fruit/vegetable was added to the menu. The hamburger on bun counts as two food items. Milk makes three. The student has selected three food items required for a reimbursable meal.
Wednesday Ham Sandwich Green Beans Peaches Rice Pudding Milk	Complete.	Green Beans Rice Pudding Milk	Yes. Three of the five food items were selected. As a grain-based dessert, the rice pudding would count as a serving of grain/bread

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Thursday Spaghetti w/Meat Sauce Tossed Salad w/Dressing Garlic Bread Apple Milk	Complete.	Tossed Salad Garlic Bread Apple	Yes. The student selected three food items.
Friday Chicken Drumsticks Sweet Peas (¼ cup) Carrot Sticks (¼ cup) Pears (¼ cup) [illegible] [illegible]ilk	Complete.	Sweet Peas (¼ cup) Pears (¼ cup) Milk	No. This is not a reimbursable meal. The student must select another food item. All three servings of fruit and vegetables portions must be chosen to satisfy the volume required to count as two full components. **NOTE:** The student could add the carrot sticks or bread or the drumstick for a reimbursable meal.

Assume the serving sizes to be correct for different age/grade groups

Breakfast

Breakfast is the same for the Traditional Menu Planning System and the Enhanced Food Based System. Since both systems are Food Based systems, breakfast is discussed under "Food Based Menus."

School Breakfast Program
Offer versus Serve
Food Based Menus

- ✓ All four food items must be offered to students.
- ✓ Serving sizes must equal the minimum quantities required for the age or grade group.
- ✓ Breakfast must be priced as a unit.
- ✓ Students have the option of which item to decline.
- ✓ Students must take three of the four food items.
- ✓ Offer versus Serve is encouraged, but not required.

Breakfast Food Components

- Meat/Meat Alternate
- Juice/Fruit/Vegetable
- Grains/Breads
- Milk

Breakfast Menu items

Students must be offered all **four** required food items:

★One serving each of:
- Milk
- Juice/Fruit/Vegetable

★One of each group or two from one of the following groups:
- Grains/Breads
- Meat/Meat Alternate

At the option of school food authority, each school may allow the students to decline **one food item**.

Enhanced Reimbursable Meals Exercise
Breakfast

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Assorted Cereal Toast & Jam Orange Juice Milk		Cereal Milk 	
Cheese and Egg Quesadilla Salsa Applesauce Milk		Cheese and Egg Quesadilla Salsa Milk 	
Ham & Cheese Sandwich Pineapple Chunks Milk		Toast Milk 	

Answers to Breakfast Enhanced Reimbursable Meals Exercise

Assume the serving sizes to be correct for different age/grade groups

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Assorted Cereal Toast & Jam Orange Juice Milk	Complete.	Cereal Milk	No. The student has selected only two of the four food items; therefore, not a reimbursable meal.
Cheese and Egg Quesadilla Salsa Applesauce Milk	Complete.	Cheese and Egg Quesadilla Salsa Milk	Yes. The student has selected three of the four food items. The selection was a meat\meat alternate, grain\bread and milk. This is a reimbursable meal. Although salsa is now creditable, the quantity taken does not satisfy the fruit/vegetable requirement.
Open Faced Cheese Sandwich Pineapple Chunks Milk	Complete.	Toast Milk	No. The student has selected two of the four food items; therefore, not a reimbursable meal. The meat/meat alternate and fruit have been declined.The student must select another food item.

NEED TO KNOW

ENHANCED FOOD BASED

Lunch must contain:

One serving of each:

- Meat/Meat Alternate
- Milk
- Grains/Breads

Two Servings of:

- Vegetables/Fruits

Offer versus Serve

- Offer five, take three Local option may require four

Breakfast must contain:

One serving of each:

- Milk
- Juice/Fruit/Vegetable

One of each or two of:

- Grains/Breads
- Meat/Meat Alternate

Offer versus Serve

- Offer four, take three

Need to Know: What are the amounts served for today?

Grains/Breads Instruction

In the past, desserts could not be counted as meeting the bread requirement. But now it is possible! Under the **Enhanced Food Based Menu Planning** option, certain grain-based desserts may count toward the bread/grains requirement for lunch. Desserts that count are certain cookies, cakes and rice krispie treats. A non-dessert bread item must be offered on the menu daily at lunch. A bread/grain dessert can be offered in addition to comply with the increased bread requirement. The **Traditional Menu Planning System** cannot use desserts to meet the bread/grains requirement.

So, if cookies, pies or fruit crisps are served containing a sufficient amount of whole-grain, bran, germ and/or enriched flour or meal, they count toward meeting the grains/breads requirement. Other than this change, a reimbursable meal will look much the same.

For the purposes of OVS and, taking into consideration the multiple servings required for the grains/breads food component/food item, the daily **component** requirement will be considered met if the student selects **at least one** of the one or more daily servings offered. If a school offered a roll and pasta to count toward meeting the bread requirement for the week, the student would only have to select either the roll or the pasta to count as one of the menu items under Offer versus Serve for the Enhanced Food Based Menu Plan. If the student selects both the roll and pasta, it still would count as meeting one component.

Grains/Breads

Grain/breads alternates must meet these criteria:

- ✘ The item must be made from whole-grain or enriched flour as the primary ingredient by weight, as specified on the label or in the recipe.
- ✘ The item must provide a minimum of ¼ serving to quality.
- ✘ At least one serving of bread/grain component must be offered daily at lunch and as an option at breakfast.

The following are the USDA regulations for the grains/breads requirement for the Food Based Menu Planning Systems in the Child Nutrition Programs:

The Food Based Menu Planning Systems in the Child Nutrition Programs (i.e., the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP) contain a requirement that all meals offered include grains/breads or bread/bread alternate food item(s), hereafter termed "grains/breads." Program regulations set forth the minimum quantities of grains/breads required for breakfasts, lunches, suppers, and supplements (snacks) to be reimbursable.

The following sets forth the criteria to be used to determine (1) acceptable grains/breads and (2) equivalent minimum serving sizes under the Food Based Menu Planning Systems in all Child Nutrition Programs. The criteria are followed by examples of foods that qualify as grains/breads.

1. Criteria for Determining Acceptable Grains/Breads Under the Food Based Menu Planning Systems

The following criteria are to be used as a basis for crediting items to meet the grains/breads requirement:

a. All grains/breads items must be enriched or whole-grain from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched, or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.
b. The label must indicate that the product is enriched or whole-grain; made from enriched or whole-grain meal or flour as well as bran and/or germ; or fortified. If it is enriched, the item must meet the Food and Drug Administration's Standards of Identity (21 CFR §136, §137, §139) for enriched bread, macaroni and noodle products, rice, or cornmeal.
c. The item must be provided in quantities specified in the regulations. One-quarter (¼) of a serving is the smallest amount allowable to be credited toward the minimum quantities of grains/breads specified in program regulations.

2. Criteria for Determining Equivalent Minimum Serving Sizes Under the Food Based Menu Planning Systems

The chart (pages 2-13 to 2-14) contains the equivalent minimum serving sizes for a wide variety of purchased food items.

In lieu of using the minimum serving sizes listed in the chart, the contribution of the grains/breads in a recipe may be calculated to determine the number of grains/breads servings the recipe provides. The crediting of a food item as a grains/breads serving is determined by the total amount of enriched or whole-grain bread and/or flour in the recipe divided by the number of servings the recipe yields. Bran and germ are calculated in the same manner as enriched or whole-grain meal and flour.

For the types of food items listed in Groups A-G of the chart to count as one full serving, an item must contain no less than 14.75 grams (0.52 ounces) of enriched or whole-grain meal and/or flour. For the types of food items listed in Groups H and I of the chart to count as one full serving, the weights and volumes listed therein must be used.

3. Foods That Qualify as Grains/Breads

Foods that qualify as grains/breads for the Child Nutrition Programs are foods that are enriched or whole-grain or made from enriched or whole-grain meal or flour. Bran and germ are credited the same as enriched or whole-grain meal or flour. Such foods include, but are not limited to:

a. **Breads** that are enriched or whole-grain.
b. **Biscuits, bagels, rolls, tortillas, muffins, or crackers** made with enriched or whole-grain meal or flour.

c. **Cereal grains (cooked) such as rice, bulgur, oatmeal, corn grits, wheat or couscous** that are enriched or whole-grain.
d. **Ready-to-eat breakfast cereals** that are enriched, whole-grain, or fortified.
e. **Cereals or bread products that are used as an ingredient in another menu item such as crispy rice treats, oatmeal cookies or breading on fish or poultry** when they are enriched, whole-grain, or fortified.
f. **Macaroni or noodle products (cooked)** made with enriched or whole-grain flour. Program regulations for the NSLP and the SFSP allow enriched macaroni products that have been fortified with protein to be counted to meet either a grains/breads or meat/meat alternate requirement but not as both in the same meal.
g. **Sweet foods such as toaster pastries, coffee cake, doughnuts, sweet rolls, cookies, cakes, or formulated grain-fruit products (authorized under Appendix A of 7 CFR part 220)** when made with enriched or whole-grain meal or flour and served, as permitted under the chart. When sweet foods are permitted, no more than one grains/breads serving per day may be a dessert and sweet snack foods should not be served as part of a snack more than twice a week.
h. **Pie crust** when made with enriched or whole-grain meal or flour and served, as illustrated in the chart.
i. **Non-sweet snack products such as hard pretzels, hard bread sticks, and chips** made from enriched or whole-grain meal or flour.

Please see the chart listed on the next page for minimum servings.

GRAINS/BREADS FOR THE FOOD BASED MENU PLANNING SYSTEMS IN THE CHILD NUTRITION PROGRAMS[1]

GROUP A	MINIMUM SERVING SIZE FOR GROUP A
• Bread type coating • Bread sticks (hard) • Chow mein noodles • Crackers (saltine and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) Note: weights apply to bread in stuffing	1 serving = 20 gm or 0.7 oz ¾ serving = 15 gm or 0.5 oz ½ serving = 10 gm or 0.4 oz ¼ serving = 5 gm or 0.2 oz
GROUP B	**MINIMUM SERVING SIZE FOR GROUP B**
• Bagels • Batter type coating • Biscuits • Breads (white, wheat, whole wheat, French, Italian) • Buns (hamburger and hotdog) • Crackers (graham crackers - all shapes, animal crackers) • Egg roll skins • English muffins • Pita bread (white, wheat, whole wheat) • Pizza crust • Pretzels (soft) • Rolls (white, wheat, whole-wheat, potato) • Tortillas (wheat or corn) • Tortilla chips (wheat or corn) • Taco shells	1 serving = 25 gm or 0.9 oz ¾ serving = 19 gm or 0.7 oz ½ serving = 13 gm or 0.5 oz ¼ serving = 6 gm or 0.2 oz
GROUP C	**MINIMUM SERVING SIZE FOR GROUP C**
• Cookies[2] (plain) • Cornbread • Corn muffins • Croissants • Pancakes • Pie crust (dessert pies[2], fruit turnovers[3], and meat/meat alternate pies) • Waffles	1 serving = 31 gm or 1.1 oz ¾ serving = 23 gm or 0.8 oz ½ serving = 16 gm or 0.6 oz ¼ serving = 8 gm or 0.3 oz

[1] Some of the following foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

[2] Allowed only for desserts under the Enhanced Food Based Menu Planning System specified in §210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.

[3] Allowed for desserts under the Enhanced Food Based Menu Planning System specified in §210.10 and supplements.

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(snacks) served under the NSLP, SFSP, and CACFP and for breakfasts served under the SBP, SFSP, and CACFP.

GROUP D	MINIMUM SERVING SIZE FOR GROUP D
• Doughnuts[1] (cake and raised, unfrosted) • Granola bars[1] (plain) • Muffins (all, except corn) • Sweet roll[1] (unfrosted) • Toaster pastry[1] (unfrosted)	1 serving = 50 gm or 1.8 oz ¾ serving = 38 gm or 1.3 oz ½ serving = 25 gm or 0.9 oz ¼ serving = 13 gm or 0.5 oz
GROUP E	**MINIMUM SERVING SIZE FOR GROUP E**
• Cookies[2] (with nuts, raisins, chocolate pieces and/or fruit purees) • Doughnuts[1] (cake and yeast raised, frosted or glazed) • French toast • Grain fruit bars[1] • Granola bars[1] (with nuts, raisins, chocolate pieces and/or fruit) • Sweet rolls[1] (frosted) • Toaster pastry[1] (frosted)	1 serving = 63 gm or 2.2 oz ¾ serving = 47 gm or 1.7 oz ½ serving = 31 gm or 1.1 oz ¼ serving = 16 gm or 0.6 oz
GROUP F	**MINIMUM SERVING SIZE FOR GROUP F**
• Cake[2] (plain, unfrosted) • Coffee cake[3]	1 serving = 75 gm or 2.7 oz ¾ serving = 56 gm or 2 oz ½ serving = 38 gm or 1.3 oz ¼ serving = 19 gm or 0.7 oz
GROUP G	**MINIMUM SERVING SIZE FOR GROUP G**
• Brownies[2] (plain) • Cake[2] (all varieties, frosted)	1 serving = 115 gm or 4 oz ¾ serving = 86 gm or 3 oz ½ serving = 58 gm or 2 oz ¼ serving = 29 gm or 1 oz
GROUP H	**MINIMUM SERVING SIZE FOR GROUP H**
• Barley • Breakfast cereals (cooked)[4] • Bulgur or cracked wheat • Macaroni (all shapes) • Noodles (all varieties) • Pasta (all shapes) • Ravioli (noodle only) • Rice (enriched white or brown)	1 serving = ½ cup cooked (or 25 gm dry)
GROUP I	**MINIMUM SERVING SIZE FOR GROUP I**
• Ready to eat breakfast cereal (cold dry)[4]	1 serving = ¾ cup or 1 oz, whichever is less

[4] Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfasts served under the SBP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

Grains/Breads Serving Equivalents from USDA Quantity Recipes for School Food Service and a Tool Kit for Healthy School Meals

*** Serving equivalent increased from previous equivalent by ¼ when the new calculation method was applied.**

Recipe	Recipe #	Grains/Breads Serving Equivalent
Grains/Breads		
Baking Powder Biscuits	B-4	1-3/4*
Banana Bread Squares	B-5	1
Bread Stuffing	B-6	1-1/2
Brown Bread	B-7	1
Cinnamon Rolls	B-8	2
Cornbread	B-9	1
Fried Rice	B-10	1
Italian Bread	B-11	2-1/4*
Muffin Squares	B-12	1
Pancakes	B-13	1
Pizza Crust	B-14	2
Pourable Pizza Crust	B-15	2
Rolls (Yeast)	B-16	2
Spanish Rice	B-17	½
Sweet Potato-Prune Bread	B-18	1
White Bread	B-19	1-1/4
Oatmeal Muffin Squares	B-20	1
Orange Rice Pilaf	B-21	1
Brown Rice Pilaf	B-22	1
Rice-Vegetable Casserole	B-23	¾
Desserts		
Apple Cobbler	C-1	½
Apple Crisp	C-2	½
Applesauce Cake	C-3	1
Brownies	C-4	½
Carrot Cake	C-5	1
Cherry Cobbler	C-6	½
Cherry Crisp	C-7	¾

Chocolate Cake	C-8	¼
Chocolate Chip Cookies	C-9	½
Oatmeal Cookies	C-10	¼
Peach Cobbler	C-13	½
Peanut Butter Cookies	C-14	½
Rice Pudding	C-15	¼
Spice Cake	C-16	1
Sweet Potato Pie	C-17	1
Yellow Cake	C-20	1
Royal Brownies	C-21	½
Gingerbread	C-23	1-1/4
New Oatmeal Raisin Cookies	C-25	1
Peanut Butter Bars	C-26	½
New Spice Cake	C-28	1
Whole Wheat Sugar Cookies	C-30	1
Chocoleana Cake	C-31	1
Orange Rice Pudding	C-33	¼
Main Dishes	(formerly not credited)	
Chicken or Turkey a la King	D-16	¼
Quiche w/Self-Forming Crust	D-32	¼
Salisbury Steak	D-33	¼

Determining Grains/Breads Serving Equivalents from Recipes

Determining the contributions a recipe makes to the meal requirements is an important step in assuring the meals served are nutritious and meet federal meal pattern requirements. To determine the equivalency of a serving a recipe makes toward the Grains/Breads meal component the following procedure can be used. To be equivalent to a serving of grains/breads, the serving must contain at least 14.75 grams of whole grain and/or enriched flour.

1. Determine the total pounds of whole grain and/or enriched flour in the recipe.

2. Convert the pounds to grams:
   pounds of flour x 454 grams per pound = total number of grams of flour in the recipe

3. Divide the number of grams of flour by the number of servings the recipe provides:
   grams of flour ÷ number of servings = grams of flour per recipe serving

4. Divide the grams of flour per recipe serving by 14.75 grams:
   grams of flour per recipe serving ÷ 14.75 = number of grains/breads credit per serving

5. Round down to the nearest ¼ grains/breads serving.

If dry cereal is used as an ingredient such as in rice krispie treats, it may be credited allowing ¼ cup or 1 oz. to equal 1 serving. One half serving would equal 3/8 cup or 0.5 oz. and one fourth serving would equal 3 tablespoons or 0.25 oz. of dry cereal.

If a cereal such as rolled oats or rice is used as an ingredient in products such as granola or rice pudding, it may be credited allowing 1 serving = ½ cup cooked or 25 gm dry. One half serving would equal ¼ cup cooked or 12.5 gm dry and one fourth serving would equal 1/8 cup or 6.25 gm of cereal.

The grains used as ingredients which may be counted as part of the total flour are wheat, oat, corn, rye, and barley. The forms of the grains which may be counted are the enriched flour, the meal, rolled, and the cracked form. The weight of each form of the grain as specified in the recipe should be totaled.

CALCULATING THE GRAINS CONTRIBUTION IN GRAINS/BREADS CREDITING

Recipe Number	Recipe Name	Ingredients per 100 Servings	Quantity of Grain given in pounds	x grams (454 per lb)
B-12	Muffin Squares	All purpose flour Noninstant, nonfat dry milk; OR Instant nonfat dry milk Baking Powder Sugar Salt Raisins, plumped (optional) Large eggs (see note) Water Vegetable oil	3 lb 8 oz	3.5 lb x 454g = 1,589g
		Calculations	Flour: 1,589g ÷ 14.75g = 107 servings of flour per 100 servings of Muffin Squares 107 ÷ 100 servings = 1.07 servings of Grains/Breads per Muffin Square Round 1.07 down to the nearest serving : 1.00	
		Contribution of flour for one serving: 14.75g 1 Muffin Square provides 1 (1.0) serving of Grains/Breads		

MUFFIN SQUARES

CALCULATING THE GRAINS CONTRIBUTION IN GRAINS/BREADS CREDITING

Recipe Number	Recipe Name	Ingredients per 100 Servings	Quantity of Grain given in pounds	x grams (454 per lb)
C-10	Oatmeal Cookies	All purpose flour Baking Soda Salt	1 lb 13 oz	1.81 lb x 454g = 821g
		Rolled Oats Sugar Brown Sugar, packed Ground Cinnamon Ground Cloves Ground Nutmeg (optional)	1 lb 4 oz	1.25 lb x 454g = 567g
		Shortening Butter or mmargarine Large eggs Vanilla Raisins, plumped (optional)		

Calculations	
Contribution of flour for one serving: 14.75g	Flour: 821 ÷ 14.75g = 55 servings of flour per 100 servings of Oatmeal Cookies
Contribution of oats for one serving: 25g	Oats: 567 ÷ 25g = 22 servings of oats per 100 servings of Oatmeal Cookies
1 Oatmeal Cookie provides a .75 (3/4) serving of Grains/Breads	Add 55 (flour) + 22 (oats) = 77 servings of Grains/Breads per 100 servings of Oatmeal Cookies 77 ÷ 100 servings = .77 servings of Grains/Breads per Oatmeal Cookie Round .77 down to the nearest 1/4 of a serving: .75

OATMEAL COOKIES

CALCULATING THE GRAINS CONTRIBUTION IN GRAINS/BREADS CREDITING

Recipe Number	Recipe Name	Ingredients per 100 Servings	Quantity of Grain given in pounds	x grams (454 per lb)

Calculations

Contribution of flour for one serving: 14.75 g

Contribution of oats for one serving: 25 g

Contribution of cereal for one serving: 28 g

1 _____provides a _____ serving of Grains/Breads

Section 3
NUTRIENT STANDARD MENU PLANNING SYSTEM

Under Nutrient Standard Menu Planning (NSMP/NuMenus), meals are defined in the terms of menu items.

Menu Item: Any single food or combination of foods. In NSLP, meals are required to have three menu items for lunch and for breakfast. There are three categories:

Menu Items
- Entree
- Milk
- Side Dishes

Entree: A combination of foods or a single food item that is offered as the main course.

Milk: Fluid, as a beverage. Must be offered, but no amount is required. Must offer a variety.

Side Dishes: Any other menu item offered is considered a side dish unless it is a condiment.

Condiments: Are not menu items. Condiments are additions to the meal. Condiments play a part in the overall nutrient analysis, but are not considered menu items.

There may be many choices offered to students within a menu item category.

Under Offer versus Serve (OVS), students are allowed to take less than the planned portions of the otherwise **declined** menu items. The required menu items taken by students **must** be a full serving.

The decision to decline the allowed number of menu items or to accept smaller portions of otherwise declined menu items does not affect the charge for the meal.

The menu planner establishes what constitutes a "serving" for each menu item.

OVS reduces plate waste and makes the meal more acceptable to the student. When students have choices, it encourages them to choose a meal that is more specific to their preferences.

Offer versus Serve for NSMP

Lunch

National School Lunch Program
Offer versus Serve
for NSMP

- Minimum of three menu items must be offered.
- If three menu items are offered, student may decline one item.
- If more than three items are offered, student may decline no more than two.
- Entree must be selected.

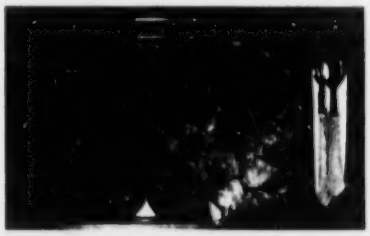
Students must be **offered** at least three menu items. **One menu item must be an entree and one must be fluid milk.** Double portions of the same menu item cannot count as two menu items. **Students must select the entree in order to have a reimbursable lunch.**

OVS is required at the senior high level, but is optional in elementary/ junior/middle schools.

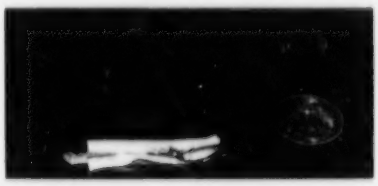
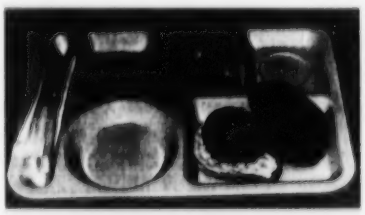
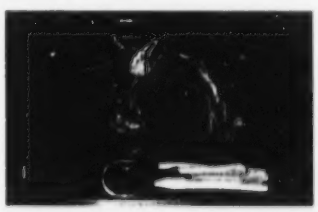
If **three** menu items are offered only **one** can be declined. If **more than three** menu items are offered for a single reimbursable lunch, students may decline a maximum of **two** menu items. For example, if five menu items are offered, a student must select three of the five menu items. In all cases, one of the items must be the entree.

Students may be offered **choices** of entrees or side dishes (see page 46). The menu must clearly indicate what the choices are and how many menu items the student must select.

NSMP Reimbursable Meals Exercise
LUNCH

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Monday Roast Beef Sandwich (E) Celery Sticks French Fries Rice Pudding Skim Milk		Roast Beef Sandwich French Fries 	
Tuesday Taco w/Lettuce&Tomato (E) Fruit Cocktail Potato Rounds Low-Fat Milk		Taco w/Lettuce & Tomato 	
Wednesday Chicken Nuggets (E) Tossed Salad Corn Dinner Roll Whole Milk		Tossed Salad Dinner Roll 	

(E) Designated entree

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
. hursday Chicken Enchilada (E) Cheddar Cheese Nachos Skim Milk		Chicken Enchilada Cheddar Cheese Nachos 	
Friday Hamburger on Bun (E) Lettuce Leaf & Tomato Slice Apple Milk		Hamburger on Bun Apple 	
		Hamburger Patty Milk Chocolate Milk 	
		Hamburger Patty Lettuce Leaf Apple 	

(E) Designated entree

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Answers to Lunch NSMP Reimbursable Meals Exercise

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Monday Roast Beef Sandwich (E) Celery Sticks French Fries Rice Pudding Skim Milk	Complete.	Roast Beef Sandwich French Fries	No. This is not a reimbursable meal because the student only selected two of the five menu items offered. The student can decline only two items from this meal.
Tuesday Taco w/Lettuce&Tomato (E) Fruit Cocktail Potato Rounds Low-Fat Milk	Complete.	Taco w/Lettuce & Tomato	No. This is not a reimbursable meal because four items were offered and only two menu items can be declined from this meal.
Wednesday Chicken Nuggets (E) Tossed Salad Corn Dinner Roll Whole Milk	Complete.	Tossed Salad Dinner Roll	No. This meal is not reimbursable because five items were offered and only two were selected. Only two menu items can be declined from this menu. Also, the entree must be one of the menu items selected.

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Thursday Chicken Enchilada (E) Cheddar Cheese Nachos Skim Milk	Complete.	Chicken Enchilada Cheddar Cheese Nachos	Yes. It is reimbursable because the student selected two of the three items offered, **including** the entree.
Friday Hamburger on Bun (E) Lettuce Leaf & Tomato Slice Apple Milk	Complete.	Hamburger on Bun Apple	Yes. Two of the four items were selected. (Hamburger on bun is the entree and counted as one item.)
		Hamburger Patty Milk Chocolate Milk	No. This lunch contains only two menu items. A second portion of any menu item (such as the milk) does not count towards a reimbursable meal. Student has not selected a full entree.
		Hamburger Patty Lettuce Leaf Apple	No. Both the lettuce leaf and tomato slice together make one item. The lettuce leaf by itself is not a full menu item. The student must select the tomato slice with the lettuce leaf to fulfill the menu item or select another full menu item. Student has not selected a full entree.

(E) Designated entree

Breakfast

School Breakfast Program
Offer versus Serve
for NSLP

- Optional for all grades at breakfast.
- Minimum of three menu items.
- Only one item can be declined.
- There is no entree defined for breakfast.

Students must be offered at least three menu items. Double portions of the same menu item cannot be counted as two menu items. Students must select **at least two menu items**. If **more than three menu items** are offered, a student may decline only one item. There is no requirement for an entree in breakfast; however, milk must be offered.

NSMP Reimbursable Meals Exercise
Breakfast

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Assorted Cereal Toast and Jam Orange Juice Milk		Toast and Jam Milk 	
Cheese and Egg Quesadilla Salsa pplesauce ilk		Cheese and Egg Quesadilla Salsa Milk 	
Open Faced Cheese Sandwich Pineapple Chunks Milk		Pineapple Chunks Milk 	

Answers to Breakfast NSMP Reimbursable Meals Exercise

Menu	Is the menu complete? If not, why not?	Under OVS, student takes:	Is this a reimbursable meal? If not, why not?
Assorted Cereal Toast and Jam Orange Juice Milk	Complete.	Toast and Jam Milk	No. This meal is not reimbursable because four menu items were offered and a minimum of three must be selected. (Only two were selected.)
Cheese and Egg Quesadilla Salsa Applesauce Milk	Complete.	Cheese and Egg Quesadilla Salsa Milk	Yes. It is reimbursable because the student selected three of the four menu items offered.
Open Faced Cheese Sandwich Pineapple Chunks Milk	Complete.	Pineapple Chunks Milk	Yes. It is reimbursable because the student selected two of the three menu items offered.

NEED TO KNOW

NSMP

Lunch must contain:

- Entree
- Fluid Milk
- At Least One Side Dish

Students must take the **entree**

Offer versus Serve

- Offer three, take two
- Offer four, five, or more, student may decline two

Breakfast must contain:

- Fluid Milk
- Two or More Other Menu Items

Offer versus Serve

- Offer three, take two
- Offer four, five, or more, student may decline one

Need to Know: What are the amounts served for today?
How many items must be taken today?
What is the entree? (for lunch only)

NSMP
Offer versus Serve - Lunch

Always offer at least three menu items
1 Entree
1 Milk
1 Side Dish

	Example 3 Menu Items	Example 4 Menu Items	Example 5 Menu Items	Example 6 Menu Items
Entree (Student must select one) Hamburger on a bun with french fries Spaghetti with tomato sauce Bean burrito with cheese	1 must select	1 must select	1 must select	1 must select
Milk (student may select one) Skim chocolate 2% unflavored	1	1	1	1
Side(s) (menu planner determines number student may select) Corn, Peas, Orange slices. Pineapple tidbits. Seasoned broccoli. Garlic bread. Raisin cookie. Side salad with dressing	may select 1	may select up to 2	may select up to 3	may select up to 4
The maximum number of items a student may select for the unit price	**3 items**	**4 items**	**5 items**	**6 items**
The minimum number of items a student must select under Offer versus Serve	**2**	**2**	**3**	**4**
May decline up to	**1**	**2**	**2**	**2**

How to Handle Choices under NSMP (NuMenus)
Offer versus Serve - Lunch
Menu Board
Choices within Side Dish Category

	Example 7 Menu Items
1) **Entree** Choice of one: • Hamburger on a bun - OR - • Spaghetti with tomato sauce - OR - • Bean burrito with cheese	1 must select
2) **Milk** Choice of one: • Skim chocolate - OR - • 2% unflavored	1
3) **Side(s)** Choice of 5: **Vegetable/Fruit** • Corn • Side salad w/ dressing «Choose Three» • Pineapple tidbits • Orange juice **Bread** • Garlic bread • Raisin cookie «Choose Two» • Ginger snaps	5
The maximum number of items a student may select for the unit price	7
The minimum number of items a student must select under Offer versus Serve	5
May decline up to	2

NuMenus
Offer versus Serve - Lunch

Food Bar/Choice Bar Example

Always offer at least three menu items

Example 1	**Example 3 Menu Items**
Menu item 1) **Entree** (student must select one) Hamburger on a bun with french fries - OR - Spaghetti with tomato sauce - OR - Bean burrito with cheese	1 must select
2) **Milk** (student may select one) Skim chocolate - OR - 2% unflavored	1
3) **Food Bar/Salad Bar** (student may select all) Corn, peas, orange slices, pineapple tidbits, seasoned broccoli, garlic bread, raisin cookie side salad with dressing	1
The maximum number of items a student may select for the unit price	**3 menu items**
The minimum number of items a student must select under Offer versus Serve	**2 menu items**
May decline up to	**1 menu item**

NOTE: Salad bar is defined as side dish in this example.

Salad Bar Choices
Example

	Example 4 Menu Items
1) **Select One or More** ❒ Egg Salad ❒ 3-Bean Salad ❒ Diced Ham & Cheese ❒ Peanut Butter ❒ Macaroni Salad	1 must select
2) **Select One or More** ❒ Lettuce ❒ Spinach ❒ Tomatoes ❒ Onions ❒ Sliced Cucumbers ❒ Watermelon Wedge ❒ Pineapple Tidbits	1
3) **Select One or More** ❒ Crackers ❒ Croutons ❒ Roll	1
4) **Select One** ❒ Nonfat Milk ❒ 1% Lowfat Milk ❒ 1% Chocolate Milk ❒ Whole Milk	1
The maximum number of items a student may select for the unit price	**4 menu items**
The minimum number of items a student must select under Offer versus Serve	**2 menu items**
May decline up to	**2 menu items**

Section 4
MONEY HANDLING

Please insert a description of your system.

Section 5
QUICK TIPS/HELPFUL HINTS

Please record tips and hints which would be helpful to a new cashier.

Section 6
RESOURCES

COMMENTS FROM YOUR PEERS

Taken from mealtalk:

We switched to Offer vs. Serve last year at all of our elementary schools. We use NuMenus and offer 6 entrees, 4 fruits and vegetables, a different homemade bread every day along with milk choices and an occasional dessert.

The training went very well and in each case, when we started the new program at a certain school on Monday, the kids (even first graders) had the choices figured out by Wednesday. We get more kids through the line in less time than we did when we dished up each tray. Food waste has been reduced to next to nothing. Food cost went down. Participation went up 20-30% at these schools and stayed there. District wide that translated to an 18% increase.

We are now in compliance with 30% calories from fat etc. etc. and our participation is still up a fraction this year even in the face of declining enrollment.

Tell your teachers that they will like the system as much as the students do, then, just do it.

Not all is roses, however. Your production staff has to get into the swing of providing variety. You may have to adjust your delivery schedule. Overproducing can become a real problem at first but with a good kitchen manager, that problem will disappear. Like everything else, once the staff gets a feeling for the routine everything will fall into place.

Feel free to contact me for details.

Bob Burrows
Support Services
Bozeman Public Schools
Bozeman, Montana
406-585-1562
fsburr@hawks.bps.montana.edu

COMMENTS FROM YOUR PEERS

Taken from mealtalk:

Two years ago I took on the task of switching to Offer vs. Serve in all schools. I had the support of my business manager who first addressed the school administrators. My plan was to implement OVS in twenty schools by February. I first meet with the teachers and explain the concept of Offer vs. Serve and how it would benefit them by reducing waste, thereby reducing my cost, and hopefully my subsidy, providing them more money for the classroom.

This took place two weeks before implementation at their site. I showed them the training materials I would be using in their classroom on the morning we started implementation. Training materials included a Food Guide Pyramid and signs for the different stations, Fruits, Vegetable, Milk, Entree, X-tra, and another sign (3 of the 5). I provided handouts for the teachers to use in the classroom and another set for parents informing how OVS works and the starting date. On the day of implementation, the school had a classroom schedule ready for me to speak with students for twenty minutes. This was the fun part and allowed me to do nutrition education with the older students who grasped onto the OVS idea right away and use my training materials with the little kids at the same time incorporating nutrition education. I am now known as the "Food Man."

We placed a lunch tray with their choices on it, wrapped in saran wrap, at the beginning of the line so they could visually see what they were being offered. I then worked the outside of the lunch line to hurry the kids through. I did this for three days. Telling them if they are not sure they want it to go ahead and take it. This year we are allowing more choices on the fruits and vegetables which have had a positive result.

The only problems we encountered have been with the K-3 crowd. They get too confused, too uncoordinated, and just too slow to get through the line fast enough. We decided we would not do Offer vs. Serve for K-3 at all schools and have developed our menus to reflect that.

Traditional and Enhanced Food Based Exercise

1. The goals of the OVS program are to:

   a. _____ plate waste.

   b. _____ food choices.

2. Rules of the OVS lunch "game" are:

   a. All _____ food items must be offered to all students.
   (number)

   - _____ serving(s) of each
   (number)
     - Meat/Meat Alternate
     - Milk
     - Grains/Breads
   - _____ serving(s) of
   (number)
     - Different Vegetables/Fruits

   b. The serving sizes must equal the minimum required _____ for each age or grade group.

   c. The _____ must be priced as a unit.

   d. Students have the option of which item(s) to _____.

3. OVS is _____ in grades below the senior high level.

4. Students below the senior high level **may** be permitted to decline _____ or _____ of the five required food items at lunch.
   (number) (number)

5. A food component is defined as one of the _____ _____ groups which compose the reimbursable school lunch or breakfast.

6. Components of a reimbursable school lunch are:

   a. _____/ _____ _____

   b. _____ _____/ _____

   c. _____/ _____

   d. _____

7. Components of a reimbursable school breakfast are:

   a. _____/ _____ _____

   b. _____/ _____/ _____

   c. _____/ _____

   d. _____

8. OVS permits students to decline _____ food item at breakfast.
   (number)

Answers to Traditional and Enhanced Food Based Exercise

1. The goals of the OVS program are to:
   a. Minimize plate waste.
   b. Encourage more food choices.
2. Rules of the OVS lunch "game"
   a. All five food items must be offered to all students.
      - One serving of
        - Meat/Meat Alternate
        - Milk
        - Grains/Breads
      - Two servings of
        - Vegetables/Fruits
   b. The serving sizes must equal the minimum required quantities for each age or grade group.
   c. The meal must be priced as a unit.
   d. Students have the option of which item(s) to decline.
3. OVS is optional in grades below the senior high level.
4. Students below the senior high level may be permitted to decline one or two of the five required food items at lunch.

5. A food component is defined as one of the four food groups which compose the reimbursable school lunch or school breakfast.

6. Components of a reimbursable school lunch are:

    a. Meat/Meat Alternate

    b. Vegetables/Fruits

    c. Grains/Breads

    d. Milk

7. Components of a reimbursable school breakfast are:

    a. Meat/Meat Alternate

    b. Juice/Fruit/Vegetable

    c. Grains/Breads

    d. Milk

8. OVS permits students to decline one food item at breakfast.

NSMP Exercise

1. The goals of the OVS program are to:

   a. _____ plate waste.

   b. _____ _____ food choices.

2. Rules of the OVS "game" are:

   a. All _____ items must be offered to all students.

   b. The serving sizes are determined by the _____ _____.

   c. The _____ must be priced as a unit.

   d. Students may not decline the _____ at lunch.

   e. Students may decline only _____ menu item at breakfast no matter how many menu items are offered. (number)

   f. Students may decline only _____ menu item at lunch if three items are offered. (number)

   g. Students may decline a maximum of two menu items at lunch if _____ or more menu items are offered. (number)

3. OVS is _____ in grades below the senior high level.

4. The minimum lunch menu items are:

   a. _____

   b. _____

   c. _____

5. The minimum breakfast menu items are:

   a. _____

   b. Two _____ _____

6. In NSMP, the average nutrients offered over a one _____ period must meet the nutrient standards.

Answers to NSMP Exercise

1. The goals of the OVS program are to:

   a.. Minimize plate waste.

   b. Encourage more food choices.

2. Rules of the OVS "game"

   a.. All menu items must be offered to all students.

   b. The serving sizes are determined by the menu planner.

   c. The meal must be priced as a unit.

   d. Students may not decline the entree at lunch.

   e. Students may decline only one menu item at breakfast no matter how many menu items are offered.

   f. Students may decline only one menu item at lunch if three items are offered.

   g. Students may decline a maximum of two menu items at lunch if four or more menu items are offered.

3. OVS is optional in grades below the senior high level.

4. The minimum lunch menu items are:

   a. Entree

   b. Milk

   c. Side Dish

5. The minimum breakfast menu items are:

   a. Milk

   b. Two Side Dishes

6. In NSMP, the average nutrients offered over a one week period must meet the nutrient standards.

How to Serve Additional Fruits/Vegetables and Breads Exercise

Grades K-6

1. List ways to serve ½ cup more fruit/vegetable per week and not increase plate waste.

_____

_____

_____

2. List ways to increase the number of servings of bread from 8 servings per week to 12 servings per week.

_____

_____

_____

Grades 7-12

3. List ways to increase the number of servings of fruits/vegetables from ¾ cup per day to one cup per day.

_____

_____

_____

4. List ways to increase the number of servings of bread from 8 servings per week to 15 servings per week.

_____

_____

_____

Answers to How to Serve Additional Fruits/Vegetables and Breads Exercise

Grades K-6

1. List ways to serve ½ cup more fruit/vegetable per week and not increase plate waste.
   - Increase four items by⅛ cup.
   - Add two servings of ¼ cup.
   - Add one serving of ½ cup.
2. List ways to increase the number of servings of bread from 8 servings per week to 12 servings per week.
   - Increase the number of pasta and rice items served.
   - Serve two rolls or biscuits. Serve larger rolls or biscuits.
   - Serve low fat, relatively low sugar, grain-based dessert items.(Enhanced Food Based Only)

Grades 7-12

3. List ways to increase the number of servings of fruits/vegetables from ¾ cup per day to one cup per day.
   - Increase eight items by ⅛ cup.
   - Add one serving of ¼ cup per day.
   - Add "bonus items" (fruit/vegetable) of ¼ or ½ cup servings.
4. List ways to increase the number of servings of bread from 8 servings per week to 15 servings per week.
   - Increase the number of servings or the size of servings.
   - Serve low fat, relatively low sugar, grain-based dessert items. (Enhanced Food Based Only)
   - Serve three grains daily.

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Comparison of Enhanced Food Based and the Traditional Menu Plans

Traditional Menu Plan - Lunch	Enhanced Food Based Menu Plan - Lunch
Traditional Menu Plan - Breakfast	**Enhanced Food Based Menu Plan - Breakfast**

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Comparison of Traditional and Enhanced Food Based Menu Plans

Traditional Menu Plan - Lunch	Enhanced Food Based Menu Plan - Lunch
Uses food components and food items	Uses menu components and food items
Has ¾ cup fruit/vegetable requirement for grades 4-12 and a ½ cup fruit/vegetable requirement for K-3	Has a 1 cup fruit/vegetable requirement for grades 7-12 and a ¾ cup plus an extra ½ cup serving over a 5 day period (week) for K-6
Has a bread requirement of 8 servings per week for grades K-12	Has a bread requirement of 12 servings per week for grades K-6 and 15 servings per week for grades 7-12
May not count grain-based desserts	May count one grain-based dessert per day as one of the bread requirements
Grade groupings are K-3 and 4-12	Grade groupings are K-6 and 7-12
Requires 8 ounces of fresh fluid milk	Requires 8 ounces of fresh fluid milk
Traditional Menu Plan - Breakfast	**Enhanced Food Based Menu Plan - Breakfast**
Breakfast requirements are the same	Breakfast requirements are the same

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Menu Planning Sheet

Lunch	Breakfast
Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday

Menu Checklist

	Menu # 1	Menu # 2	Menu # 3	Menu # 4	Menu # 5
Customer Appeal					
Do the menus contain foods that the customers will enjoy eating?					
Is there a choice of menu items?					
Does it look like enough food?					
Will the menu look pretty on the tray?					
Do the food combinations "go together?"					
Will the menu satisfy a hungry customer?					
Appearance/Flavor					
How many different shapes of food?					
How many mixtures as menu items?					
How many hot food items?					
How many cold food items?					
How many crisp food items?					
How many soft food items?					
How many spicy food items?					
How many mild or bland food items?					
Nutritive Quality					
Does the menu contain a good source of vitamin C?					
Does the menu contain a good source of vitamin A?					
Does the menu contain a food rich in iron?					
How many servings of bread does the menu contain? (Enhanced or Traditional Food Based)					
How many high fat items?					

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Lunch - Traditional Meal Pattern

Minimum Quantities for Traditional Meal Pattern Lunch					
	Required				Recommended Quantities
	Group I Age 1-2, (preschool)	Group II, Age 3-4 (preschool)	Group III, (K-3) Age 5-8,	Group IV, (4-12) Age 9 and older	Group V, (7-12) 12 years and older
Meal Component					
Milk (as a beverage)	6 fl. oz.	6 fl. oz.	8 fl. oz.	8 fl. oz.	8 fl. oz.
Meat or Meat Alternate (quantity of the edible portion as served)					
Lean meat, poultry or fish	1 oz.	1 ½ oz.	1 ½ oz.	2 oz.	3 oz.
Cheese	1 oz.	1 ½ oz.	1 ½ oz.	2 oz.	3 oz.
Large egg	½	¾	¾	1	1 ½
Cooked dry beans or peas	¼ cup	⅜ cup	⅜ cup	½ cup	¾ cup
Peanut butter or other nut or seed butters	2 Tbsp.	3 Tbsp.	3 Tbsp.	4 Tbsp.	6 Tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup	6 oz. or ¾ cup	8 oz. or 1 cup	12 oz. or 1 ½ cup
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above:					
Peanuts, soynuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry or fish).	½ oz. = 50%	¾ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1 ½ oz. = 50%
Vegetables/Fruits (2 or more servings of vegetables or fruits or both)	½ cup	½ cup	½ cup	¾ cup	¾ cup
Grains/Breads Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or ½ cup of cooked rice, macaroni, noodles, other pasta products or cereal grains.	5 servings per week[1] Minimum of ½ per day	8 servings per week[1] Minimum of ½ per day	8 servings per week[1] Minimum of 1 per day	8 servings per week[1] Minimum of 1 per day	10 servings per week[1] Minimum of 1 per day

[1] For the purposes of this chart, a week equals five days.

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Breakfast - Traditional Meal Pattern

Minimum Quantities for Traditional Meal Pattern Breakfast			
	Minimum quantities required for		
	Ages 1-2	Ages 3, 4, and 5	Grades K-12
Meal Component			
Milk (Fluid) (As a beverage, on cereal or both)	4 fl. oz. or ½ cup	6 fl. oz. or ¾ cup	8 fl. oz. or 1 cup
Juice/Fruit/Vegetable Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	¼ cup	½ cup	½ cup
Select one serving from each of the following components or two from one component:			
Grains/Breads One of the following or an equivalent combination:			
Whole grain or enriched bread	½ slice	½ slice	1 slice
Whole grain or enriched biscuit/roll, muffin, etc.	½ serving	½ serving	1 serving
Whole grain, enriched or fortified cereal	¼ cup or ⅓ oz.	⅓ cup or ½ oz.	¾ cup or 1 oz.
Meat or Meat Alternates:			
Meat/poultry or fish	½ oz.	½ oz.	1 oz.
Cheese	½ oz.	½ oz.	1 oz.
Egg (large)	½	½	½
Peanut butter or other nut or seed butters	1 Tbsp.	1 Tbsp.	2 Tbsp.
Cooked dry beans and peas	2 Tbsp.	2 Tbsp.	4 Tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ¼ cup
Nut and/or seeds (as listed in program guidance) [1]	½ oz.	½ oz.	1 oz.

[1]No more than 1 oz. of nuts and/or seeds may be served in any one meal.

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Lunch - Enhanced Meal Pattern

Minimum Quantities for Enhanced Meal Pattern Lunch					
	Required				Option
	Ages 1-2	Pre-School	Grades K-6	Grades 7-12	Grades K-3
Meal Component					
Milk (as a beverage)	6 fl. oz.	6 fl. oz.	8 fl. oz.	8 fl. oz.	8 fl. oz.
Meat/Meat Alternate (Quantity of the edible portion as served)					
Lean meat, poultry or fish	1 oz.	1½ oz.	2 oz.	2 oz.	1½ oz.
Cheese	1 oz.	1½ oz.	2 oz.	2 oz.	1½ oz.
Large egg	½	¾	1	1	¾
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup	½ cup	⅜ cup
Peanut butter or other nut or seed butters	2 Tbsp.	3 Tbsp.	4 Tbsp.	4 Tbsp.	3 Tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or ½ cup	6 oz. or ¾ cup	8 oz. or 1 cup	8 oz. or 1 cup	6 oz. or ¾ cup
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above:					
Peanuts, soynuts, tree nuts, or seeds, as listed in program guidance or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry or fish)	½ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1 oz. = 50%	¾ oz. = 50%
Vegetables/Fruits (2 or more servings of vegetables or fruits or both)	½ cup	½ cup	¾ cup plus extra ½ cup over a week[1]	1 cup	¾ cup
Grains/Breads Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or ½ cup of cooked rice, macaroni, noodles, other pasta products or cereal grains.	5 servings per week[1] Minimum of ½ per day	8 servings per week[1] Minimum of 1 per day	12 servings per week[1] Minimum of 1 per day[2]	15 servings per week[1] Minimum of 1 per day[2]	10 servings per week[1] Minimum of 1 per day[2]

[1] For the purposes of this chart, a week equals five days.
[2] Up to one grains/breads serving per day may be a grain-based dessert.

Breakfast - Enhanced Meal Pattern

Minimum Quantities for Enhanced Meal Pattern Breakfast				
	Required			Option
	Ages 1-2	Pre-School	Grades K-12	Grades K-3
Meal Component				
Milk (Fluid) (As a beverage, on cereal, or both)	½ cup	¾ cup	8 fl. oz.	8 fl. oz.
Juice/Fruit/Vegetable Fruit and/or vegetable; or full strength fruit juice or vegetable juice	¼ cup	½ cup	½ cup	½ cup
Select <u>one</u> serving from each of the following components or <u>two</u> from one component:				
Grains/Breads One of the following or an equivalent combination:				
Whole grain or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain or enriched biscuit/roll, muffin, etc.	½ serving	½ serving	1 serving	1 serving
Whole grain, enriched or fortified cereal	¼ cup or ⅓ oz.	⅓ cup or ½ oz.	¼ cup or 1 oz.	¼ cup or 1 oz. <u>Plus</u> an additional serving of one of the grains/ breads above
Meat/Meat Alternate				
Meat, poultry or fish	½ oz.	½ oz.	1 oz.	1 oz.
Cheese	½ oz.	½ oz.	1 oz.	1 oz.
Egg (large)	½	½	½	½
Peanut butter or other nut or seed butters	1 Tbsp.	1 Tbsp.	2 Tbsp.	2 Tbsp.
Cooked dry beans and peas	2 Tbsp.	2 Tbsp.	4 Tbsp.	4 Tbsp.
Yogurt, plain or flavored, unsweetened or sweetened	2 oz. or ¼ cup	2 oz. or ¼ cup	4 oz. or ½ cup	4 oz. or ½ cup
Nuts and/or seeds (as listed in program guidance)[1]	½ oz.	½ oz.	1 oz.	1 oz.

[1] No more than 1 oz. of nuts and/or seeds may be served in any one meal.

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Meal Requirements for NSMP (NuMenus) and ANSMP (Assisted NuMenus): Lunch and Breakfast

	Daily Requirement	Weekly Requirement
Lunch	Minimum of three (3) Menu Items: ✓ Entree - a combination of foods or a single food item that is served as the main course ✓ Fluid milk - as a beverage ✓ Side dish - any other menu item that is not a condiment or a Food of Minimal Nutritional Value served alone, that is, not served as part of another item	When averaged over a school week, meals must meet the appropriate age/grade-based Nutrient Standard.
Breakfast	Minimum of three (3) Menu Items: ✓ Fluid milk - served as a beverage or on cereal or both ✓ 2 Side dishes - two other menu items that are not a condiment or a Food of Minimal Nutritional Value served alone, that is, not served as part of another menu item	When averaged over a school week, meals must meet the appropriate age/grade-based Nutrient Standard.

Section 7
POINT OF SERVICE COUNTS

Please insert the meal counting system description of your schools.

Section 8
BETTER FOOD CHOICE CHART

A helpful exercise and chart.

Case Studies

Situation # 1

The menu for today contains ½ cup of broccoli to meet the vitamin A and vitamin C needs of your customers. Things have not gone well and your staff is running behind schedule which means that part of the broccoli had to be washed and prepared between serving periods.

When Josie opened the last box of broccoli, she found that it had turned yellow and you know you cannot serve it. What could you substitute if you had it in inventory? How much would you need to serve?

Situation # 2

The students at your school like fresh carrots, steamed, tender crisp. Matilda, the substitute, could not find the second bag of carrots in the cooler. She thought she had peeled enough for the total school population anyway, so she said nothing. It was almost serving time before you, the manager, found out about the carrots. You knew there were not enough carrots. What could you substitute if you had it in inventory? How much would you need to serve to meet the vitamin A needs of your customers?

Situation # 3

Steaming hot, oven baked potatoes are always very popular. You, the manager, did not know that the second grade had invited parents. After the second grade and their parents were served, you realized that you would be 50 servings short on baked potatoes. What could you substitute if you had it in inventory? How much would you need to serve to meet the vitamin C needs of your customers?

Situation # 4

Fresh orange wedges are on the menu today, but Oscar, the produce delivery person, did not bring them this morning. You are the manager. Your director is out of the office and you must decide what you should substitute to meet the vitamin C needs of your customers. What could you substitute if you had it in inventory? How much would you need to serve to meet the vitamin C needs of your customers?

Situation # 5

Today is vegetable soup day. Gladys tells you, the manager, that there are only 3 #10 cans of mixed vegetables in the storage room. The recipe needs 9 #10 cans of mixed vegetables. Everybody enjoys Gladys's vegetable soup and you know you cannot disappoint them. What can you substitute for the mixed vegetables without changing the nutritive value of the soup?

Answers to Case Studies

Situation # 1

Cantaloupe - ½ cup
Asparagus - ½ cup
Tomatoes - ½ cup

Situation # 2

Apricots - 1/2 cup
Broccoli - 1/2 cup
Pepper Sticks (sweet red) - 1/4 cup

Situation # 3

Any in ½ cup serving 8 - 15 mg of vitamin C column

Situation # 4

Orange Juice ¼ cup
Papaya ¼ cup
Pepper ¼ cup
Mangoes ¼ to ½ cup
Strawberries ¼ to ½ cup
Tangerines ¼ to ½ cup

Situation # 5

Single cans of carrots, peas, green beans, potatoes, tomatoes

Sources of Nutrients*

¼ Cup Serving 1500 IU of Vitamin A	¼ Cup Serving 25 mg Vitamin C	Iron
Carrots Chili peppers, red Collards Cress, garden Kale* Mangoes* Mixed vegetables Mustard greens Peas and carrots (canned or frozen) Peppers, sweet red Pumpkin Spinach* Squash, winter Sweet potatoes Turnip greens **¼ Cup Serving** **750-1500 IU of Vitamin A** Apricots Broccoli Cantaloupe Papayas Purple plums (canned) **½ Cup Serving** **750-1500 IU of Vitamin A** Asparagus, green Cherries, red sour Chili peppers, green (fresh) Endive, curly Escarole Nectarines Peaches (except canned) Prunes Tomatoes Tomato juice or reconstituted paste or puree	Broccoli Brussels sprouts Chili peppers, red & green Orange juice Oranges Papayas Peppers **¼ Cup Serving** **15-25 mg of Vitamin C** Cauliflower Collards Cress, garden Grapefruit Grapefruit juice Grapefruit-orange juice Kale - Mustard Greens Mangoes Pineapple juice - vitamin C restored Strawberries Tangerine juice Tangerines **½ Cup Serving** **8-15 mg of Vitamin C** Asparagus Cabbage Cantaloupe Honeydew melon Okra Potatoes (baked, boiled or steamed) Potatoes (reconstituted instant mashed - vitamin C restored) Raspberries, red Rutabagas Sauerkraut Spinach Sweet potatoes (except canned in syrup) Tangelos Tomatoes Tomato juice or reconstitute paste or puree Turnip greens, turnips	**Meat/Meat Alternate** Meats and poultry in general Legumes, such as lima beans and green peas Liver and organ meats Peanut butter Poultry Shellfish **Vegetables & Fruits** Apricots (canned) Asparagus (canned) Beans, green, wax, lima (canned) Bean sprouts Beets (canned) Broccoli Brussels sprouts Cherries (canned) Dried fruits, apples, apricots, dates, figs, peaches, prunes, raisins. Grapes, canned Parsnips Peas, green Potatoes (canned) Sauerkraut (canned) Squash, winter Sweet potatoes Tomatoes (canned) Tomato juice, paste, puree Vegetables, dark green leafy Vegetable juice **Breads** Yeast-leavened whole wheat Iron enriched white bread, pasta, rice and cereals (Read the labels.)

*USDA Menu Planning Guide, December, 1983, pp 10-11.

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Include these fruits and vegetables as needed	Some good sources of calcium	
Apples Applesauce Avocados Bananas Beans, green or wax Beans, lima, green Bean sprouts Berries (black, blue, etc.) Celery Chinese cabbage Corn Cranberries Cranberry sauce Cucumbers Dates Eggplant Figs Fruit cocktail Fruits for salads Grapes Lettuce Mushrooms Olives Onions Parsley Peaches (canned) Pears Peas & carrots (canned) Pimentos Pineapple Plums Potatoes (mashed, fried, etc.) Radishes Raisins Rhubarb Summer squash Watercress Watermelon Fruit juices (apple, grape)	Most foods in the milk group ☼ Milk and dishes made with milk ☼ Canned fish with soft bones such as sardines, anchovies and salmon ☼ Dark green leafy vegetables, such as kale, mustard greens and turnip greens ☼ Tofu, if processed with calcium sulfate (Read the labels.) ☼ tortillas made from lime-processed corn (Read the labels.)	

Section 9

FOOD BASED - LUNCH OFFER VERSUS SERVE LETTER

Sample Letter to Students to Explain Offer versus Serve for Lunch

Dear Student:

You have the opportunity to choose only those foods which you intend to eat in the School Lunch Program. This feature of the National School Lunch Program is designed to reduce food waste and give you the opportunity to select the foods which you want to eat. Each day you will be offered the complete lunch which includes a serving of:

1. Milk
2. Bread
3. Meat/Meat Alternate
4. Fruit
5. Vegetable

The servings of fruit and vegetables may be a combination of a serving of fruit and a serving of vegetables, or two servings of two different fruits, or two servings of two different vegetables.

A school lunch provides approximately one-third of your daily nutritional needs. If you select at least three menu items, your school is able to receive federal reimbursement to cover part of the cost of the meal. However, the price per meal remains the same whether you select the minimum of three menu items or all five. For example, if the menu is:

Hamburger on a Bun
Tossed Salad
Corn
Chocolate Pudding
Milk

You could take all five menu items (hamburger, bun, tossed salad, corn and milk) or you could select full portions of four items or a combination of any three items such as:

Hamburger	Hamburger	Hamburger
Bun	Tossed Salad	Bun
Milk	Milk	Corn
***	***	***
Corn	Bun	Hamburger
Tossed Salad	Tossed Salad	Bun
Milk	Corn	Tossed Salad

There are several other combinations of three, but the above items will probably be the most frequently chosen. The pudding does not count as one of the five menu items. It is considered an extra item. In your selection, you must choose three **different** items. For instance, you could not take two hamburgers and count that as two of the five menu items. This hamburger only counts as one food item.

Check the menu daily so you will know which items in the school lunch you want to eat. Through your careful selection of only those foods you wish to eat, you will be helping to conserve both food and money, two valuable resources. Enjoy your lunch!!

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington D. C. 20250

FOOD BASED - BREAKFAST OFFER VERSUS SERVE LETTER
Sample Letter to Students to Explain Offer versus Serve for Breakfast

Dear Student:

You have the opportunity to choose only those foods which you intend to eat in the School Lunch Program. This feature of the National School Breakfast Program is designed to reduce food waste and give you the opportunity to select the foods which you want to eat.

Each day you will be offered the complete breakfast which includes a serving of:

1. Milk
2. Juice/Fruit/Vegetable
3. Meat/Meat Alternate
4. Bread

A school breakfast provides approximately one-fourth of your daily nutritional needs. You may select a full meal, or decline certain items. However, the fewer items you take and eat, the less nutrition benefit you receive. The price per meal remains the same whether you select the minimum number of items or the full meal.

Students must select at least three of the four food items offered. This means that you don't have to take one food item. There is no requirement for which items must be selected at breakfast. For example, if the menu is:

Cereal
Toast & Jam
Orange Juice
Milk

You could take all four menu items (assorted cereal, toast & jam, orange juice, milk) or you could select full portions of three food items or a combination of any three items such as:

Cereal	Cereal
Toast & Jam	Orange Juice
Orange Juice	Milk
***	***
Cereal	Toast & Jam
Toast & Jam	Orange Juice
Milk	Milk

In your selection, you must choose three **different** items. For instance, you could not take two cereals and count that as two of the four food items. The cereal only counts as one food item.

Check the menu daily so you will know which items in the school lunch you want to eat. Through your careful selection of only those foods you wish to eat, you will be helping to conserve both food and money, two valuable resources. Enjoy your lunch!!

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Nutrient Standard Menu Planning -
BREAKFAST OFFER VERSUS SERVE LETTER
Sample Letter to Students to Explain Offer versus Serve for Breakfast

Dear Student:

You have the opportunity to choose only those foods which you intend to eat in the School Breakfast Program. This feature of the National School Breakfast Program is designed to reduce food waste and give you the opportunity to select the foods which you want to eat.

Each day you will be offered the complete breakfast which includes a serving of:

1. Milk
2. Two or more other menu items

A school breakfast provides approximately one-fourth of your daily nutritional needs. You may select a full meal, or decline certain items. However, the fewer menu items you take and eat, the less nutrition benefit you receive. The price per meal remains the same whether you select the minimum number of items or the full meal.

Students must select at least two menu items when three are offered. If four or more items are offered, students may decline only one item. There is no requirement for which items must be selected at breakfast. For example, if the menu is:

Orange Juice
Cold Cereal
Whole Wheat Toast
Milk

A reimbursable breakfast could be:

Orange Juice
Cold Cereal
Milk

***

Cold Cereal
Whole Wheat Toast
Milk

Orange Juice
Whole Wheat Toast
Milk

***

Orange Juice
Cold Cereal
Whole Wheat Toast

In your selection you must take **different** items. For instance, you could not take two servings of cereal and count that as two items. The cereal only counts as one item whether you select one serving or a dozen.

Check the menu daily so you will know which items in the school breakfast you want to eat. Through your careful selection of only those foods you wish to eat, you will be helping to conserve both food and money, two valuable resources. Enjoy your breakfast!!

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Nutrient Standard Menu Planning
LUNCH OFFER VERSUS SERVE LETTER
Sample Letter to Students to Explain Offer versus Serve for Lunch

Dear Student:

You have the opportunity to choose only those foods which you intend to eat in the School Lunch Program. This feature of the National School Lunch Program is designed to reduce food waste and give you the opportunity to select the foods which you want to eat. Each day you will be offered the complete lunch which includes:

1. Entree
2. Milk
3. One or More Other Menu Items

A school lunch provides approximately one-third of your daily nutritional needs. You may select the full meal or decline certain menu items. However, the fewer menu items you take and eat, the less nutrition benefit you receive. The price per meal remains the same whether you select the minimum number of items or the full meal.

Students must select at least two of the menu items, and one of these must be the entree. An entree is defined as a "combination of foods or a single food item that is offered as the main course." if the school offers more than three menu items for a single reimbursable lunch, student may decline a maximum of two menu items. For example, if the menu is:

Hamburger on a Bun
Tossed Salad
Corn
Chocolate Pudding
Milk

You could take all five items (hamburger on a bun, tossed salad, corn, milk and chocolate pudding) or you could select full portions of the entree and two or three other menu items. The sample selections below are reimbursable lunches.

Hamburger on a Bun	Hamburger on a Bun	Hamburger on a Bun
Milk	Tossed Salad	Corn
Pudding	Corn	Milk
***	***	***
Hamburger on a Bun	Hamburger on a Bun	Hamburger on a Bun
Salad	Corn	Tossed Salad
Corn	Milk	Milk
Pudding	Pudding	Pudding

There are several other combinations of three or four, but the above items will probably be the most frequently chosen. In your selection, you must take three or four **different** items. For instance, you could not take two hamburgers and count that as two items. The hamburger only counts as one item whether you select one or a dozen.

Check the menu daily so you will know which items in the school lunch you want to eat. Through your careful selection of only those foods you wish to eat, you will be helping to conserve both food and money, two valuable resources. Enjoy your lunch!!

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Comparison of Current Menu Planning System and New Menu Planning Systems			
	Traditional Meal Planning	**Enhanced Food Based Menu Planning**	**NSMP/Assisted NSMP**
How meals are evaluated	Meal Pattern.	Meal Pattern.	Meals are planned to meet specific nutrient levels averaged over a week. Choices within meals will be weighted based on their proportionate contribution to the meal.
Foods allowed	Foods from specified food groups.	Foods from specified food groups.	Any food.
Reimbursable meal under offer vs serve: lunch	Offer a minimum of 5 food items: 1 M/MA, 2 V/F, 1 B/BA, 1 Milk. Senior high students may decline up to 2. Students below senior high may decline 1 or 2 at the discretion of the school food authority.	Offer a minimum of 5 food items: 1 M/MA, 2 V/F, 1 G/B, 1 Milk. Senior high students may decline up to 2 food items. Students below senior high may decline 1 or 2 food items at the discretion of the school food authority.	Offer a minimum of 3 menu items: entree and milk must be offered. NSMP defines a menu item as any single food or combination of foods served together, e.g., pizza. At least 2 items must be selected, one of which must be an entree. No more than 2 items may be declined.
Reimbursable meal under offer vs serve: breakfast	Offer 4 food items: Milk, V/F, plus one serving from each component or two servings from one component: M/MA, B/BA. At least 3 items must be selected.	Offer 4 food items: Milk, V/F, plus one serving from each component or two servings from one component: M/MA, G/B. At least 3 items must be selected.	Offer minimum of 3 menu items: milk must be offered. At least 2 items must be selected, and a maximum of 1 item may be declined.
Method of crediting menu items toward nutrient standard requirements	Meal pattern amounts. Nutrient analysis is required but not at the school level.	Meal pattern amounts. Nutrient analysis is required but not at school level.	All menu items count. Nutrient analysis required at school level or contracted.
Computer needs	Not required.	Not required.	NSMP: District must have hardware and USDA approved nutrient analysis software. Assisted NSMP: Nutrient analysis may be done by another school, a consultant, or a school food co-op.
Record keeping	Production record, CN label, and product nutrient analysis required.	Production record, CN label, and product nutrient analysis required.	Production record, product nutrient analysis for food not on the software, and nutritional analysis.
Age-grade groupings (lunch)	K-3, 4-12, recommended 7-12.	Preschool, K-6, 7-12 (Grades K-3 optional).	Options: (a) Preschool, K-6, 7-12 (Grades K-3 optional); (b) Ages 3-6, 7-10, 11-13, 14-17; (c) Create custom groupings.
Meeting Dietary Guidelines	Required.	Required.	Required.